

- **Administering the State End of Course Exam using Paper/Pencil**

Step 1. Determining the Date of the Exam

The timeframe for giving the End of Course Exam is determined by each District.

Some things which should be considered when scheduling the test:

- Is your school on a block schedule?
- The State-Created End of Course Exam covers material from the entire course. It is important to consider this when scheduling the End of Course Exam so students have had time to learn what is covered on the test.
- Students have two opportunities to pass the Credit Earned Before Grade 9. Be sure to allow for students to take the test a second time if needed. Refer to Page 65 – Retaking the End of Course Exam. Note: Credit by Exam may only be taken one time.
- Keep in mind other tests the student will be taking such as the Dakota STEP.

Step 2. Informing the State when the Exam will be Administered

Once you have determined when the End of Course Exam will be administered, **email** the date of administration and the contact person who is responsible for administering the End of Course Exam to Carla.leingang@state.sd.us. The Test ID and Exam Answer Key will be given to this contact person before the date of the exam. It is recommended the DOE is notified a minimum of two weeks before the exam is administered.

Step 3. Security Agreement

Before a district may request the Test ID for the End of Course Exam, a Security Agreement Form must be signed and sent to the Office of Curriculum, Technology and Assessment. All faculty and personnel who have access to this exam must sign the agreement annually.

The Test Security Agreement is located in Appendix B.

DEPARTMENT OF EDUCATION, OFFICE OF CURRICULUM, TECHNOLOGY AND ASSESSMENT RESPONSIBILITIES

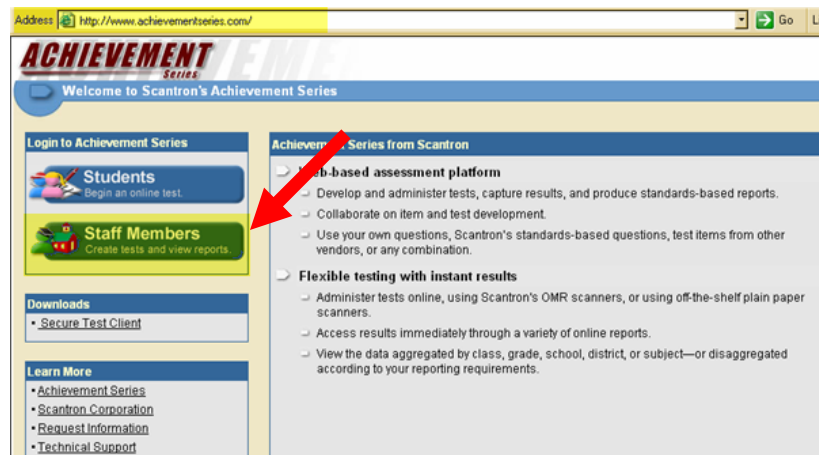
Once the state knows when the exam will be given, the state has the following responsibilities:

- Sending the appropriate person the Test ID and Answer Key
- Maintain an End of Course file which will include all signed copies of the Security Agreement.
- Add student responses from the state-created exams online to Achievement Series
- Ensure results for students taking this exam are given to the Department of Education, Office of Accreditation and Teacher Quality.

Step 4. Accessing the End of Course Exam

You may access the End of Course Exam after you receive the Test ID. This can be done by:

- Open your Internet Browser to <http://www.achievementseries.com>
- Click on Staff Members



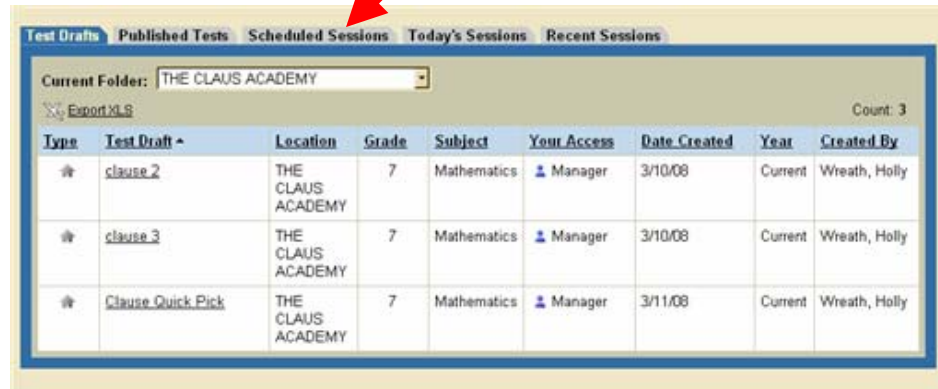
- Type in your Site ID, Staff ID and Password. Click Login.



- Click on District Tests



- You will see a list of the Test Drafts that have been created by your school.



Count: 3

Type	Test Draft	Location	Grade	Subject	Your Access	Date Created	Year	Created By
✦	clause 2	THE CLAUS ACADEMY	7	Mathematics	Manager	3/10/08	Current	Wreath, Holly
✦	clause 3	THE CLAUS ACADEMY	7	Mathematics	Manager	3/10/08	Current	Wreath, Holly
✦	Clause Quick Pick	THE CLAUS ACADEMY	7	Mathematics	Manager	3/11/08	Current	Wreath, Holly

- Click Scheduled Sessions.

NOTE: When you see the following screen there is a new feature in Achievement Series called Current Folder. The system automatically defaults to your School. You need to change the School Folder to the Department of Education Folder by clicking on the drop down box.



Note that sessions from past years are not available in the new year. New sessions must be created for students to test in the new year.

Current Folder: THE CLAUS ACADEMY

The current folder contains no scheduled tests or folders accessible by you.

- Change the Current Folder from your School to the South Dakota Department of Education. There will be a slight pause, the screen will go blank and the list of SDDOE Tests will appear.

NOTE: A new feature in Scheduled Sessions is a column called Test ID. This allows you to see the Test ID's. For the purpose of this manual the Test ID's have been erased because of security.

Test Drafts

Published Tests

Scheduled Sessions

Today's Sessions

Recent Sessions

Note that sessions from past years are not available in the new year. New sessions must be created for students to test in the new year.

Current Folder: South Dakota Department of Education

Export XLS

Index: 01 - 09-12 Sci. Count: 1,006 Page 1 of 2

Type	Session Name	Test Name	Test ID	Students	Date	Year Access	Scheduled By
✚	01 Reading 1.R - Form A	01 Reading 1.R - Form A		0	8/1/07 to 7/31/08	Reviewer	Iran, Alyce
✚	01 Reading 1.R - Form B	01 Reading 1.R - Form B		0	8/1/07 to 7/31/08	Reviewer	Bohon, Temi
✚	01 Reading 1.R.1 - Form A	01 Reading 1.R.1 - Form A		0	8/1/07 to 7/31/08	Reviewer	Bohon, Temi
✚	01 Reading 1.R.1 - Form B	01 Reading 1.R.1 - Form B		0	8/1/07 to 7/31/08	Reviewer	Bohon, Temi
✚	01 Reading 1.R.1.1 - Form A	01 Reading 1.R.1.1 - Form A		0	8/1/07 to 7/31/08	Reviewer	Bohon, Temi
✚	01 Reading 1.R.1.1 - Form B	01 Reading 1.R.1.1 - Form B		0	8/1/07 to 7/31/08	Reviewer	Bohon, Temi

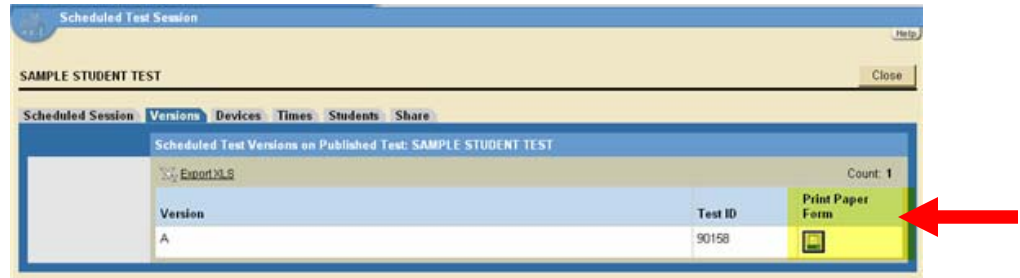
- Locate the End of Course Exam in the list of Scheduled Tests.
- Click on the Exam.

✚	SAMPLE STUDENT TEST	SAMPLE STUDENT TEST	90158	0	8/1/07 to 7/31/08	Reviewer	Shelley, Tracey
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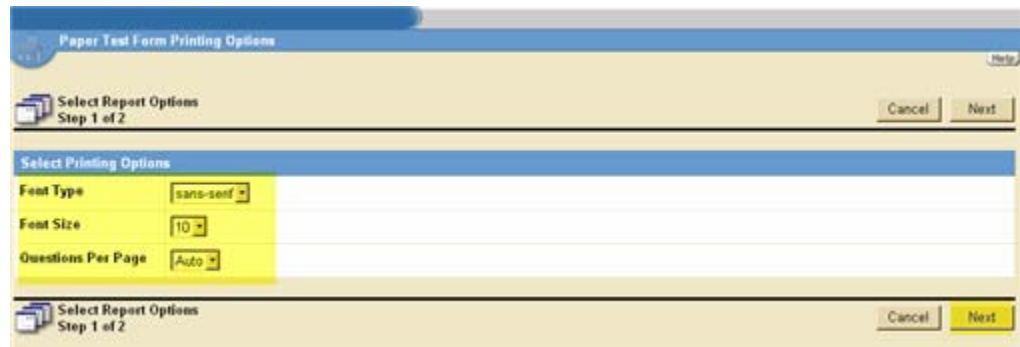
- You will see the following Screen. Click on the Version Tab.

SAMPLE STUDENT TEST		
Scheduled Session	Versions	Devices Times Students Share
Scheduled Test Information		
Properties		
Session Name	SAMPLE STUDENT TEST	
Published Test	SAMPLE STUDENT TEST	
Test Draft	03 Math - Algebra 3.A.1 - Form A	
Require a Secure Test Client	No	
Session Description	Not available	
Use Alternating Answer Choices	No	
Versions	Version	Test ID
	A	90158
Student Selection	Accept all test results.	
Session Date Range	Start Date: 8/1/07 End Date: 7/31/08	

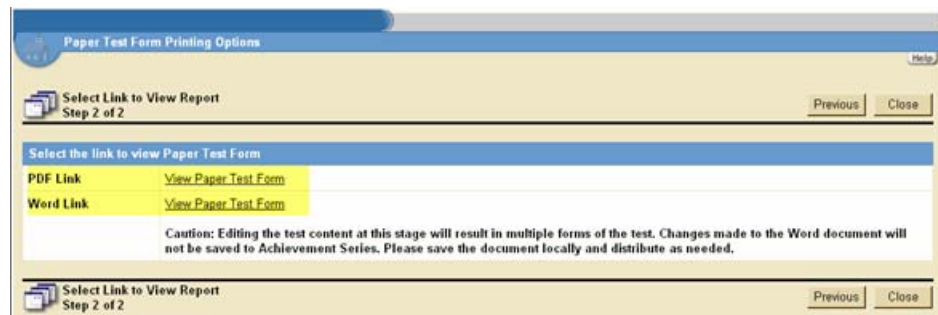
- Click Print Paper Form



- Change the font type, font size and questions per page if needed
- Click Next



- Click on View Paper Test Form. You may choose PDF or Word.



- You will then see a copy of the exam which you can print.

Step 5. Preparing for the Exam

- Assessing Your Need

The Exam may be administered to one student, a small group, or an entire class. This depends on the number of students taking the exam and the amount of space available.

- Choosing the Room

- It is recommended students are tested in a facility that is familiar to the student.
- The use of the facility for testing should be coordinated with staff and administrators so everyone is aware of the schedule.

- Length of Exam

There is not a time limit for End of Course Exams. Because of Test Security it is strongly recommended the exam is given in one sitting.

This is a High Stakes Exam and it cannot be stressed enough the importance of allowing time for students to take the exam in one sitting.

Step 6. Use of Calculators

Students will be allowed to use permissible calculators. A list of all Permissible and Prohibited Calculators are located in Appendix C.

- All students should have access to school-owned or student-owned calculators for use on the Math and Science Exams
- All students should be familiar with the calculator they are to use on the exam
- Students may use any four-function, scientific, or graphing calculator, unless it has features described in the Prohibited list located in Appendix C

Proctors will be required to modify some of the features of the calculator before it is used. On the day of testing, proctors should check each student's calculator to verify it is a permitted type. Also, monitor calculator use to ensure the student does not store test materials in the calculator's memory, does not share calculators, and uses a backup calculator **only** if a primary calculator fails.

Step 7. Use of Formula Sheets and Periodic Table

Formula Sheets have been developed for the state-created End of Course Exams for Chemistry, Geometry, Physical Science and Physics. These Formula Sheets and the Periodic Table are located in Appendix D.

Step 8. Test Administrator Responsibilities

- Preparing the Room
 - Sign the Test Security Agreement
 - Ensure the exam is not copied or saved
 - Be in the room at all times
 - Understand the End of Course Exam is a high stakes exam and it is very important to maintain test security
 - Provide instructions for taking the exam
 - Answer students' questions regarding directions, but not test content
 - Check that students are working independently
 - Report test irregularities on the Test Irregularity Form (Appendix E).

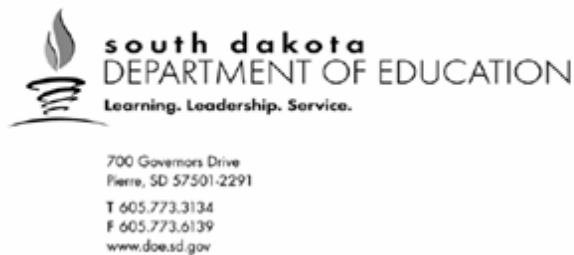
Step 9. Proctoring the End of Course Exam

- **Complete Prior to Testing Day**
 - Print exam
 - Schedule the room for the testing dates and times
 - Allow enough time for students to take exam at one sitting
 - Review approved list of calculators (Appendix C)
- **Prepare students for the exam**
 - Have students take calculators for appropriate exams
 - Have students take paper and pencils
 - Have students bring a book to read in the event they finish the exam early
- **Complete on Day of Testing**
 - Prepare room
 - Testing rooms should be quiet, well lighted, and well ventilated
 - Before testing, remove from the testing site or cover up all curricular materials that might influence student performance
 - Place a “TESTING: DO NOT DISTURB” sign on the door
 - Have a supply of pencils and paper for students to use
 - Keep track of any student that is absent
 - Document irregular student behaviors to aid in interpreting scores
- **What to do When the Students Arrive**
 - Explain the purpose of the exam: Why are they taking this exam?
 - Go over the testing instructions
 - If Calculators are used ensure the memory has been cleared
 - If a Formula Sheet or Periodic Table is used, provide each student with a copy
 - Explain the Testing Format
 - Number of Questions
 - Types of Questions
 - Importance of Answering ALL Questions

Step 10. Reporting to the South Dakota Department of Education, Office of Curriculum, Technology and Assessment

- Score the Exam using the Answer Key provided by the Department of Education, Office of Curriculum, Technology and Assessment
- Complete the End of Course Reporting Form (Appendix H) and return to the South Dakota Department of Education, Office of Curriculum and Technology
- Send a copy of the student's state-created End of Course Exam with responses to the South Dakota Department of Education, Office of Curriculum and Technology

NOTE: The purpose of sending in the End of Course Reporting Form and the Exam is so the information can be entered into Achievement Series. The results will be used to determine validity of the exam and will meet the requirements of the Administrative Rule Waiver Policy for Credit Earned in Grades Prior to Nine and Credit by Equivalency Exam.



Administrative Rule Waiver Policy for Credit Earned in Grades Prior to Nine

May, 2007

and

Administrative Rule Policy for Earning High School Credit by Equivalency Exam

May, 2007

Evaluation:

At the conclusion of the waived course, all students that wish to receive high school credit for the coursework completed must pass an end of course exam. This policy will be effective in the 2007-2008 school year and following. The following guidelines should be noted:

- 1) If the South Dakota Department of Education (DOE) has an exam available in the waived course area, the State exam may be used.
- 2) If an exam is not available from the State, the district may create an exam, standards-based when applicable. The exam must be approved by the State before it may be administered.
- 3) The student must pass the exam with at least 85% proficiency.
- 4) The exam may be administered up to two times, per district policy.
- 5) The end of course exam must be passed with proficiency prior to the start of the following school year.
- 6) The school district must proctor and score the exam.
- 7) The DOE should receive a roster of participants, including the students' name, grade in school, district attendance center, and percentage on the best attempt of the completed exam before the start of the following school year.